



STATE OF TENNESSEE
DEPARTMENT OF FINANCE AND ADMINISTRATION
DIVISION OF ACCOUNTS OFFICE OF PAYROLL
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Dave Goetz
Commissioner

TO: All Departmental Budget, Fiscal, Personnel, and Payroll Officers

FROM: Susan Walker, Director of F & A Payroll

DATE: December 4, 2006

SUBJECT: First Quarter 2007 Payroll Schedule

The semi-monthly payroll schedule for January 1-15, 2007 through March 16-31, 2007 is as follows:

			Audit Output (AM)							
Work Period	Work Days	On-Line Completion	1 st	2 nd	*** Calculate	Mail 3 Day Cks	Special Run	Mail Spec Run Cks	Pay Day	Lost Ck Run
1/1-15	11	1/22/07	1/23	1/24	1/25	1/26	1/29	1/30	1/31	2/6/07
1/16-31	12	2/5/07	2/6	2/7	2/8	2/9	2/12	2/13	2/14	**2/20/07
2/1-14	10	2/16/07	2/20	2/21	2/22	2/23	2/26	2/27	2/28	3/6/07
2/15-28	10	3/6/07	3/7	3/8	3/9	3/12	3/13	3/14	3/15	3/21/07
3/1-15	11	3/21/07	3/22	3/23	3/26	3/27	3/28	3/29	3/30	**4/4/07
3/16-31	11	4/3/07	4/4	4/5	4/9	4/10	4/11	4/12	4/13	4/19/07

The monthly payroll schedule for January through March 2007 is as follows:

			Audit Output (AM)							
Work Period	Work Days	On-Line Completion	1 st	2 nd	*** Calculate	Mail 3 Day Cks	Special Run	Mail Spec Run Cks	Pay Day	Lost Ck Run
1/1-31	23	1/22/07	1/23	1/24	1/25	1/26	1/29	1/30	1/31	2/6/07
2/1-28	20	2/16/07	2/20	2/21	2/22	2/23	2/26	2/27	2/28	3/6/07
3/1-31	22	3/21/07	3/22	3/23	3/26	3/27	3/28	3/29	3/30	**4/4/07

****Special Note** - The Lost Check Run for the January 16-31 and March 1-15 (3/1-31 for monthly) pay periods will run the third working day after payday instead of the normal fourth working day.

*****Notify Office of Payroll of all checks to be pulled before 4:30 p.m. on the day of Calculate.** Any checks to be canceled or canceled and reissued after the day of Calculate will require a stop payment by Office of Payroll and the agency will notify the employee of the stop payment and to return the check.

Thank you for your assistance.

Download current schedules at <http://www.state.tn.us/finance/act/schedules>

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